

Summit Park Condominium Project
Board of Directors Meeting
July 18, 2015

1. **Call to Order:** The Quarterly Board meeting was called to order by President Randy Wensman at 9:00 am in the Board Room at the Continental Country Club Clubhouse. Directors present: Wensman, Ken Lamb, Bob Woodwell, Nancy Hornewer, Teresa Vail and Ann-Therese O'Sullivan (by conference call). Homeowners present: Frank Presson, #108; Michael Saks and Roselle Wissler, #124; Dawn Birdsell, #236; and Karen Feess, #222. Also present was David Evans, Evans HOA Management Co.
2. **Approval of the Agenda:** The agenda was reviewed. Evans stated that he had an issue regarding flooding in one of the units. The issue will be addressed in Executive Session. The agenda was approved and the meeting proceeded.
3. **Approval of the Minutes:** The minutes of the April 18, 2015 meeting were reviewed. It was suggested that one sentence in 7 (c) (i) be deleted as not being totally accurate. Motion, Second, and Carried Unanimously (MSCU) to approve the minutes as amended.
4. **New Owners:** Evans reported that there had been two sales since the last meeting: Michael and Kiyoko Hall purchased #133 and May Uddin, purchased #220.
5. **Property Owners Input:** Ms. Wissler commented that she had questions that she would ask during the appropriate agenda item. Mr. Presson complimented the board on the general appearance of the complex. One owner had specific complaints about a neighboring unit. Evans noted those and said he would contact the owner with a violation letter.
6. **Financial Report**
 - a. **2015 Year to Date Financial Report:** Treasurer Woodwell reported the following information as of June 30, 2015:
 - i. Total Cash: \$375,596
 - ii. Accounts Receivable: \$6,078
 - iii. Income: \$150,911
 - iv. Expenses: \$121,422
 - v. Surplus: \$29,489
 - b. Treasurer, Bob Woodwell, informed the Board that water usage is high in Buildings 1, 6 and 11. A running toilet was found in Building 11 and repaired by the owner. Building 1 was tested and no leaks were identified. All residents should repair water issues immediately and continue to use water conservatively.
 - c. The Treasurer recommended that \$50,000 be transferred from regular checking to the money market account and that costs for sealing the parking lot (approx. \$15,000) be paid from Operating Funds, not from the Long Term

Reserve Account. Motion, Second, and Carried Unanimously (MSCU) to approve the Treasurer's report as presented.

7. Buildings and Grounds:

- a) Water Usage: Treasurer, Bob Woodwell, informed the Board that water usage is high in Buildings 1, 6 and 11. A running toilet was found in Building 11 and repaired by the owner. Building 1 was tested and no leaks were identified. All residents should repair water issues immediately and continue to use water conservatively.
- b) Parking Lot Repair: Sealing cracks and patching 12 parking stalls with eroded asphalt. Owners are responsible for the cost of patching repairs to their assigned parking stalls. The entire parking lot and streets will be re-sealed when the weather permits this summer or fall.
- c) Fire Sprinklers/Alarms: Fire suppression equipment was inspected and repairs made where necessary.
- d) BBQ Step down section: The recessed section of the BBQ deck was raised to the level of the main deck area to create a more safe area to enjoy. Additionally, new plantings were added to sections around the main BBQ deck to improve its appearance
- e) Stairs Inspection and Repair: Stairs were inspected and 3 or 4 steps replaced.
- f) Handrail: A handrail was added to steps at the east end of Building 5 for safety reasons.
- g) Roof Inspection: A roofing contractor surveyed our buildings and estimated the cost to replace a condo building roof is about \$34,000 to \$35,000 each and garage roofs at \$5,000 each. These estimates will be evaluated relative to our Long Term Reserve Study. The roofs are still in good shape and do not need immediate replacement.
- h) Painting and Siding Repairs: Repairs will be completed before the winter season. The cost approved by the Board at the April meeting is \$6,575 for the entire complex.
- i) Gutters/Downspouts: Evans presented Acme Gutter's cost from last year's gutter project and stated that he had not been able to get return calls from other gutter companies. In all ten buildings need to have downspouts added in order to mitigate and prevent the annual repair of siding and patio walls that deteriorate from water falling from the roofs of our buildings. Motion, Second, Carried, Unanimously to install gutters on Building 4.
- j) Signage: Garages and storage closets have small tags on them to identify ownership and ease the sale or transfer of them when new owners acquire them.

- k) Security: The Board discussed ideas to increase security at the complex to prevent illegal trash dumping, trespassing and Northern Prep parents dropping off and picking up their students from our entrance area. The Property Manager will discuss these issues with the Flagstaff Police Department and request a cost for security services from security service providers. In addition The Property Manager will contact Northern Prep to request their cooperation before school starts.
 - l) Landscape: Shrubs/bushes will be added to the northwest corner of the property to enhance the appearance of the block wall in that corner. The rain has caused a proliferation of weeds to spring up and walkways to become overgrown. These issues will be a focus of our landscape maintenance program along with replacing lost wood chip mulch in several areas.
 - m) Parking Spaces and Issues: Parking issues are still being evaluated for possible solutions to ease congestion in the front of the complex. There are only 14 open parking spaces at the front of the complex (south side for Buildings 1,2,3) and 7 open spaces at the east end by Building 4. The west end of the complex has 25 open spaces (Buildings 9, 10, 11) and the north side (Buildings 5, 6, 7, 8) have 42 open spaces. Residents should use their garages and assigned parking spaces first and then use open spaces associated with their building locations. There is extra parking space at the north and west sides and you can enjoy a short walk through the center courtyard to your building.
8. CC&R Violations: Issues of noise, window coverings, bird feeders and cigarette butts were discussed.
9. Management Transition: Evans had previously submitted his resignation due to pending retirement as Association Manager. The Board of Directors met with representatives from HOAMCO. That meeting was discussed along with specifics of the turnover of responsibilities. Motion, Second, Carried Unanimously to assign our current Property Management Contract to HOAMCO from Evans HOA Management effective September 1, 2015 for the remainder of the year. The board also approved entering contract negotiations with HOAMCO for property management services for 2016.
10. Other Business:
- a) Director Vail asked if it was possible to change the definition of single family without a change to the CC&Rs. The concern is having too many unrelated individuals living in a unit. Wensman said he would contact the attorney regarding that question.
 - b) 2016 Budget: It is time to start work on the 2016 budget for discussion at the September meeting and presentation to owners at the Annual Meeting.
 - c) Reserve Study: It was pointed out that the reserve study did not include water and sewer lines, which could be high cost items when they eventually need to be replaced.

d) **Annual Meeting:** The annual meeting is October 10, 2015. A call for candidates will be mailed. All terms are for one year.

11. **Next Meeting:** The next Board meeting is Saturday, September 12th, 9 am at the Continental Country Club Board Room.

12. **Adjourn:** The meeting adjourned at 11:38 AM.

Respectfully Submitted,

David Evans
Association Manager